



JOB HAZARD ANALYSIS (JHA) - YCC

ACTIVITY: **OPERATING OFFICE PAPER SHREDDER**

(CERTIFICATION OF HAZARD ASSESSMENT - 29 CFR 1910.133)

STATION:

DATE PREPARED:

PREPARED BY:

CERTIFIED BY:

PERSONAL PROTECTIVE EQUIPMENT REQUIRED:

- ☐ Head/Face
- ☐ Hearing
- ☐ Respiratory
- ☐ Hands
- ☐ Feet
- ☐ Body/Other

QUALIFICATIONS, EXPERIENCE, OR TRAINING REQUIRED:

Read owner's manual and safety instructions.
Contact product vendor for additional instructional material if needed.

BASIC JOB STEPS	HAZARDS	SAFE JOB PROCEDURE
Break work down to basic elements (such as remove, lift, carry, stop, start, apply, return, squeeze, weld, saw, walk, hold, grind, place, etc.). Describe what is done, not how it is done.	For each job step, state what accident could occur and/or what hazard is present. To determine this, ask yourself, "Can the person fall; overexert; be exposed to burns, fumes, rays, gas, etc.; hit against; be struck by; in contact with; be caught in, on, or between?"	State how each element of work should be performed to prevent the accident or avoid the hazard. What should the person do or not do? Be specific. What precautions should be taken? Ask yourself, "What can I do to eliminate, modify, guard, identify, or protect against the potential hazard or accident, including such things as how the worker stands, holds, uses, carries, dresses, etc.?"
1. Prepare paper shredder and material(s) for shredding. 2. Shred material(s). 3. Clean shredder for next use.	1. Paper cuts. Cuts from staples. Electrical shock. 2. Catching loose clothing and or fingers in shredder. Ruining equipment.	1. Handle paper carefully. Make sure there is no exposed loose clothing. Ensure power supply cord(s) are free of defects, cuts, fraying, etc. 2. Keep hands and loose clothing clear of shredder opening. Make sure materials to be shred are free of staple, paper clips, glue, etc. 3. Ensure machine is off when cleaning shredder and changing collection bags.